

# **Minutes of the Green Trails Improvement Association, Board of Directors Meeting Tuesday, October 13, 2020**

In compliance with Covid-19 pandemic guidelines, Peter Bakas called the meeting to order at 7:34 p.m. via teleconference. Board members participating: Peter Bakas, Joe Broda, Pat Coughlin-Schillo, Marg Hough, Bob Klaeren, Les Lavin, Chris Lotysz, Mark Munoz, George O'Hare, Michael Olson, Pavel Snopok, Alden Snyder, John Warrington and Beth Zigrossi. Board member excused: Liz Sullivan. Management: Laurie Barker. Paula Gleason was Recording Secretary. A quorum was available.

**Open Forum** – A Green Trails resident was in attendance to observe.

## **Minutes of the Prior Meeting**

Minutes of the September meeting were presented for review.

**Board Motion:** Beth Zigrossi motioned to approve the September meeting minutes, Alden Snyder seconded. Motion was passed by a unanimous voice vote.

## **Management Report**

Financial figures included the September 30, 2020 legal and financial operating account and reserve account. Financial reports included: residential delinquent accounts, general ledger investment report, operating vs reserve balance sheet, budget comparison report, accounts payable cash disbursement, accounts payable vendor history report and residential receipts statement. The ACM maintenance inspector, Tyler will meet weekly with Les Lavin to inspect and review maintenance concerns. Management issued a work order to Volt for delivery and installation of five replacement light poles. Management shared a copy of a ComEd notice of a retail electric supplier change. ACM provided flow charts on a number of their work flow processes.

## **Treasurer's Report**

Joe Broda reviewed the September Balance Sheet and Income and Expense Statement. There are some differences between prior accounting processes and new management reporting to be resolved. Joe Broda and ACM Finance Controller, Don Franzese will meet weekly to reconcile these issues. Laurie Barker will submit a current code of ACM general ledger line items for Joe Broda to review to better align those with historical line items.

**Board Motion:** Alden Snyder motioned to approve the check register expenditures of \$41,554.78 for October, Marg Hough seconded. Motion was passed by a unanimous voice vote.

## **Transition Committee Report**

Peter Bakas and Marg Hough reported they met with Laurie Barker and ACM Vice President, Tom Skweres on 9/24, 10/1 and 10/8 to further facilitate the transfer of management responsibilities to ACM. Management supplied a roster of the ACM team dedicated to GTIA.

## **Phone/Email Report**

Telephone log line items were included in the Board packet. Laurie provided a copy of the ACM customer care site sheet used to respond to a variety of questions. Joe Broda offered to retrieve a prior GTIA sheet and revise that one with Les Lavin, Mark Munoz and John Warrington for Laurie to incorporate with the current ACM site sheet. Laurie submitted the ACM customer care flow chart detailing how calls are processed. It was agreed that Management would provide to the Board the call sheet on a weekly basis and include notes as to the disposition of each issue cited in the calls to facilitate more real time knowledge flow to the Board.

## **Finance Committee**

Joe presented a copy of the proposed 2021 budget and recommended approval of same for publication in the November issue of the newsletter. Suggestion was offered to add the words “Beginning Balance” to the line item label of “Resolution Reserve Fund”; all board members agreed.

**Board Motion:** Mark Munoz motioned to approve the proposed 2021 budget as amended with the words “Beginning Balance” added to the “Resolution Reserve Fund” for publication in the November Pathfinder, George O’Hare seconded. Motion was passed by a unanimous voice vote.

Joe requested approval to renew the GTIA P.O. Box with Lisle Post Office for another year; consensus of the board was affirmative.

Collection update includes one large payment of \$3,100 and several smaller payments. The Finance Committee will need to release 13 liens.

#### **Maintenance Committee**

Balanced Environment/Tru Green completed final turf fertilization application.

Les provided a copy of an R&D proposal for identified October work including trimming, turf restoration projects plus removal of several small trees and stump grinding. Maintenance recommended approval

**Board Motion:** Joe Broda motioned to approve the R&D October proposal for work as submitted, in the amount of \$3,645, Bob Klaeren seconded. The motion was passed by a unanimous voice vote.

T&M continues to work on approved removals but will hold off on some work until later in the season to minimize risk of property damage.

Water meter was returned to Village of Lisle Public Works Water Department; ACM will follow-up for receipt of partial refund from our deposit, as adjusted for water usage and other associated charges.

Maintenance provided draft letter to ACM to support invoicing the Village of Lisle for mowing of the right-of-way areas.

During inspection of the nursery, three dead conifers were removed and four were marked for transplant in the fall, however, Schwarz Nursery advised transplanting this fall would be very risky. Transplanting will be delayed until spring. Maintenance will review John Warrington’s recommended purchase of potted plants in the spring.

Les Lavin will proceed to have stored maps/documents scanned to include into the GTIA Property Database and Stormwater Management files.

Les recently met with ACM maintenance inspector, Tyler to provide a tour of GTIA property and schedule weekly meetings for continual review of areas in need of maintenance. Management supplied an ACM flowchart detailing their maintenance processes.

As a follow-up to discoveries of certain properties being inaccurately identified on various working documents, Les and Peter Bakas would like to pursue remedies with other affected organizations in an effort to correctly identify ownership/confirm responsibilities for these properties

**Board Motion:** Bob Klaeren motioned to authorize Peter Bakas and Les Lavin to work with the relevant organizations to create a Memorandum of Understanding to establish or correct ownership documents of certain properties in question, Joe Broda seconded. The motion was passed by a unanimous voice vote.

## **Communication Committee**

Marg Hough submitted a copy of the Village of Lisle Pedestrian Bike Proposal for board review. It was the consensus of the Board that Management submit a letter to the Village of Lisle noting the private nature of GTIA and their non-applicability to greater bike usage.

Area board election votes to be tabulated and published:

Area C – no candidate

Area K – John Warrington & Gregory Athas

Area D – Liz Sullivan

Area M – no candidate

Area H – Pat Coughlin-Schillo

Area O – no candidate

Area J – no candidate

Peter Bakas recommended photos of all board members be published in the December Pathfinder. Joe Broda volunteered to take those photographs as needed.

**Parks Committee** – Pat Coughlin-Schillo submitted a recap of her telephone meeting with Aaron Cerutti and noted that Aaron offered to attend a GTIA board meeting if board members had follow-up questions relevant to the park evaluations. Michael Olson provided a synopsis of the September Park District board meeting which Peter Bakas was unable to attend. Les Lavin is scheduled to attend the October Park District board meeting.

**Board Member Area Reports - None**

## **Adjournment**

**Board Motion:** There being no further business, Michael Olson motioned to adjourn the meeting, Bob Klaeren seconded. The motion was passed by a unanimous voice vote, the meeting was adjourned at 9:24pm.

Respectfully submitted, Paula Gleason, Recording Secretary, Signature on File